



Ministry of Labour

e - Forms User Manual
(Deduction of old cancellation not posted in system)

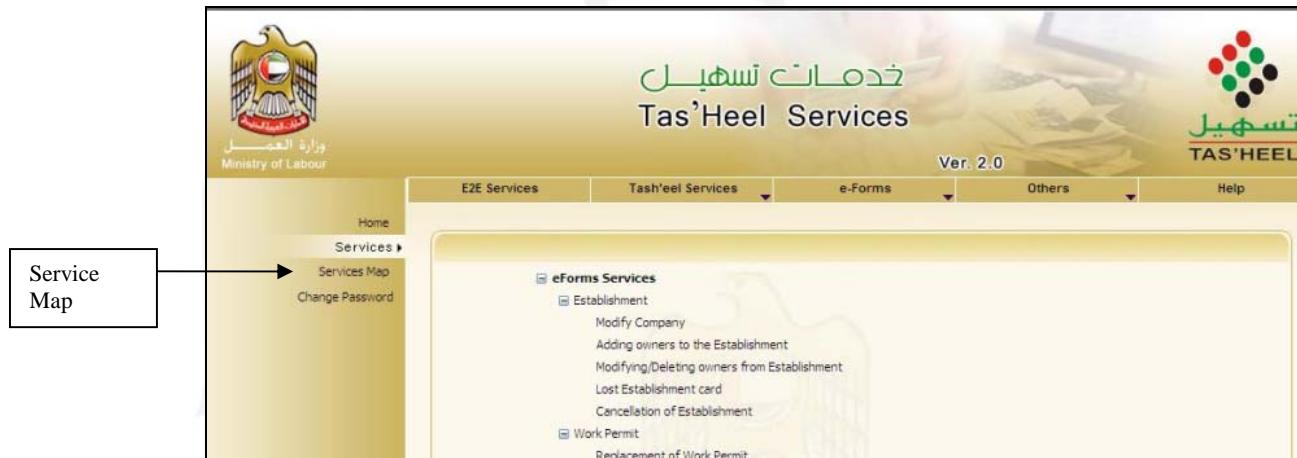
Navigation to Eforms

User can access eforms in 2 ways

- Service Map
- Eforms Menu Bar

Service Map

A Service map is a link through which user can easily access list of eforms organized in hierarchical order in tree view format. This helps users to quickly find desired form on the site.



Eg. If a user needs to type a Modify Company form then he / she should click on Establishment and the click on Modify Company.

Eforms Menu Bar

User can access the eforms through Eform Menu bar at the top of the page. These forms are organized in hierarchical order in menu format. This helps users to quickly find desired form on the site.



Eg. If a user needs to type a Sponsorship Cancellation form then he / she should click on eform menu bar , then select cancellation and the choose Sponsorship Cancellation.

Deduction of old cancellation not posted in system

Introduction

Deduction of old cancellation not posted in system service is used to post the cancellation information in the system which was cancelled manually in olden days and still active in the employee's list of a company.

Functional description

- Click on "Deduction old cancellation not sent to computer".

The screenshot shows a list of cancellation types. A callout box on the left points to the 'Deduction Old Cancellation not sent to computer' option, which is highlighted with a red arrow.

Cancellation	
?	Sick Cancellation
?	Death Cancellation
?	Deported by other Authority Cancellation
?	Labour Case Cancellation
?	Temporary Work Permit Cancellation
?	Deduction Labour Card in another company
?	Deduction No data in Immigration
?	Deduction Old Cancellation not sent to computer
?	Deduction Duplicate File
?	Labour Card Cancellation
?	Work Permit Cancellation
?	Unused Work Permit Cancellation

- Enter company code, card no. and press "GO".

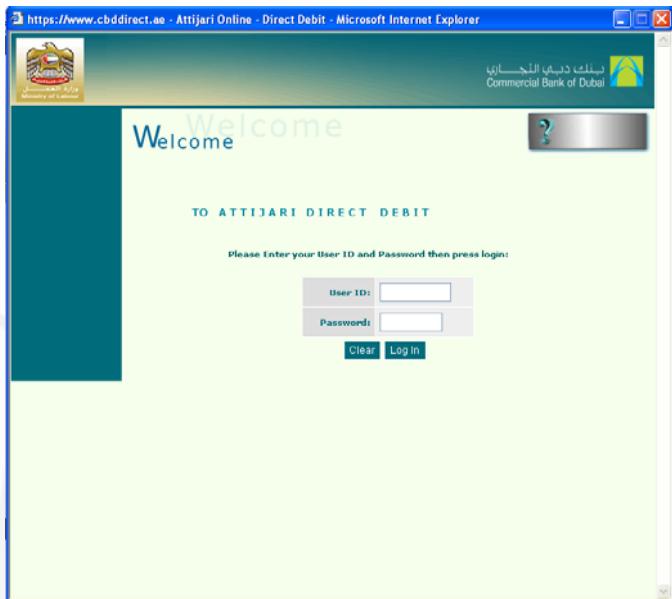
The screenshot shows a form titled 'Company Number'. It contains two input fields: 'Company Code' and 'Card No.', each with a corresponding text input box. To the right of the 'Card No.' field is a 'Go' button.

- On clicking "GO" a form is displayed that needs to be completed.

Deduction Old Cancellation not sent to computer								
Company Information								
Company Number	219298	B	License No	216793	Expiry Date	18/04/2012		
Company Name	ENGINEERING CONTRACTING CO. L.L.C.							
PO Box	31208	Emirate	Dubai	Labour Office	Dubai			
Employee Information								
Card Number	23521044	Card Type	Temporary Work Permit	Issue Date	06/05/2001	Expiry Date	05/05/2004	
Person Name	SANWAR MAL BHUDA RAM							
Passport Number	434444	Expiry Date	05/10/2003	Nationality	INDIA			
Passport Number *	<input type="text"/>	Expiry Date *	<input type="text"/> 12					
Visa Number *	<input type="text"/>	Immigration Company Number *	<input type="text"/>					
Reason for Cancellation *	<input type="text"/>							
Contact Information								
Person Name (English) *	<input type="text"/>	Person Name (Arabic) *	<input type="text"/>					
ID Number*	<input type="text"/>	ID Type*	<input type="button" value="SELECT ID TYPE"/>					
Mobile No. *	<input type="text"/>							
<input type="button" value="Save"/> <input type="button" value="Close"/>								

- Fields with (*) are mandatory and needs to be filled.
- Enter employee Information :
passport number, expiry date, visa number , immigration company number.
- Enter the reason for cancellation.
- Enter contact information of the person who should be contact in future for any reference.
- Enter contact person ID type and ID number.
- Contact mobile numbers should always start with 050 OR 055 OR 056 and should be 10 digits.

- On completing the form click on "Save". After save, you will be diverted to payment gateway where payment for the transaction should be made.



- On completion of payment you will receive a receipt which needs to be given to the customer.

 MB090098652AE
<p>أثمار</p> <p>09:53:05 21/05/2009 : تاريخ</p> <p>مكتب عمل : أبوظبي</p> <p>اسم المنشأة : الجفر للنقل والمخلفات العامة ذ.م.م</p> <p>نوع المعاملة : تصريح عمل إلكتروني</p> <hr/> <p><small>This is sample text for electronic work permit</small></p> <p><small>في حالة تقديم دينارات غير محددة، سيتم إلغاء الطلب وتطبيق قانون العقوبات، وفرض غرامة</small></p> <p><small>قد تصل إلى 10,000 درهم لละمة الواحدة.</small></p> <p>Note</p> <p>Application with wrong information will be cancelled and dealt as per sanction of laws. Fines up to 10,000 AED per application may be imposed</p> <p>- تعليمات و إرشادات</p> <p>- يجب إرفاق صورة الترخيص المنسوبة.</p> <p>- يجب إرفاق صورة بطاقة اعتماد المسئل.</p> <p>- يجب إرفاق صورة تذكرة من موقع المشتملة.</p> <p>- لابد من تضمين اعتماد.</p> <p>- يجب إرفاق صورة إثبات + اندخل المدمني بكل عناصر.</p> <p>- درهم رسم في كل عامل متطلوب.</p> <p>- يجب استيفاء الشروط قبل أن تكون مقدمة من وزارة الصحة أو دائرة الصحة الخاصة بكل إقليم و لا تقبل أي شهادة مقدمة من مختبرات و المختبرات الخاصة أبداً من 01/11/2007.</p> <p><small>Medical Fitness Certificate Should be attested by either ministry of health or the local health department belongs to the emirates. Certificates attested by private clinics or hospitals will not be accepted starting from 01/11/2007</small></p> <p>- يجب تقديم المعاملة في وزارة العمل فقط وليس في البريد.</p> <p>- يجب تقديم طلب بدل الكفالة للوزارة بعد أقصى خلال شهر من تاريخ إنتهاء البطاقة ويرجع الطلب بعد إنتهاء هذه المدة.</p>

Receipt